



STATE OF ALABAMA

DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 10-R-2216294

REQ. AGENCY : 016000  
HUMAN RESOURCES  
AGENCY REQ. NO. : 1610001231  
T-NUMBER :  
DATE ISSUED : 01/15/10  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1434889  
BUYER NAME : CRIST WATTS

FOR: ROOF PLACEMENT/CRENSHAW COUNTY

BUYER PHONE NO. : (334) 242-4291-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 02/17/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 02/18/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE  
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE  
ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.  
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN  
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO  
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2216294

PAGE 2

INVITATION TO BID

OPEN DATE : 02/18/10 TIME: 10:00 AM

RETURN DATE: 02/17/10 TIME: 5:00 PM

AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 01/14/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX  
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED  
BID RECEIVED LATE  
BID NOT SIGNED/NOT ORIGINAL SIGNATURE  
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION  
NOTARIZED OWN SIGNATURE  
REQUIRED INFORMATION NOT SUBMITTED WITH BID  
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2216294

OPEN DATE : 02/18/10 TIME: 10:00 AM

RETURN DATE: 02/17/10 TIME: 5:00 PM

PAGE 3

INVITATION TO BID

#### INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

#### ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

#### INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

#### PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

#### SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

#### INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

#### BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

#### FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

#### BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2216294

OPEN DATE : 02/18/10 TIME: 10:00 AM

RETURN DATE: 02/17/10 TIME: 5:00 PM

PAGE 4

INVITATION TO BID

AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

PERFORMANCE BOND:

THE VENDOR MUST FURNISH WITHIN TEN STATE BUSINESS DAYS AFTER RECEIPT OF NOTICE OF AWARD, A PERFORMANCE BOND IN THE AMOUNT SPECIFIED BELOW. IT SHALL CONSIST OF A CASHIER'S CHECK, OTHER TYPE BANK CERTIFIED CHECK (PERSONAL/COMPANY CHECKS ARE NOT ACCEPTABLE), BANK OR POSTAL MONEY ORDER OR SURETY BOND ISSUED BY A COMPANY AUTHORIZED TO DO BUSINESS WITHIN THE STATE OF ALABAMA. IRREVOCABLE LETTER OF CREDIT AND CERTAIN U.S. NOTES AND BONDS MAY BE ACCEPTED WHEN APPROVED BY THE DIVISION OF PURCHASING NO LATER THAN 24 HOURS PRIOR TO THE BID OPENING. ALABAMA DEPARTMENT OF HUMAN RESOURCES WILL BE CUSTODIAN OF THE PERFORMANCE BOND. TO SUBMIT THE PERFORMANCE BOND, YOU MUST CONTACT LESA SYLER AT 334 335-7009, OR DEBBIE HARGROVE AT 334 335-7011 WITHIN THE TIME SPECIFIED ABOVE, OR THE PURCHASE ORDER WILL BE CANCELED, AND THE BID AWARDED TO THE NEXT LOWEST BIDDER MEETING ALL SPECIFICATIONS. THE BOND MUST REFERENCE THE BID NUMBER AND BE PAYABLE TO THE ALABAMA DEPARTMENT OF HUMAN RESOURCES. THE PERFORMANCE BOND WILL BE RETURNED IN A REASONABLE TIME AFTER THE ALABAMA DEPARTMENT OF HUMAN RESOURCES HAVE RECEIVED VERIFICATION THAT THE CONTRACT HAS BEEN SATISFACTORILY COMPLETED.

PERFORMANCE BOND AMOUNT: \$30,000.00

LIABILITY INSURANCE:

VENDOR MUST HAVE A MINIMUM OF \$100,000.00 LIABILITY COVERAGE WITH \$50,000.00 FOR EACH OCCURANCE AND MUST BE IN EFFECT FOR THE CONTRACT PERIOD. INSURANCE CERTIFICATE, OR LETTER OF INTENT TO PROVIDE THE AMOUNT OF COVERAGE FROM THE INSURANCE COMPANY MUST BE SUBMITTED WITH YOUR BID AND YOUR BID COPY PER ITEM NUMBER 7 ON PAGE 2 OF THIS ITB, OR THE BID WILL BE REJECTED. THE VENDOR IS RESPONSIBLE FOR ALL LOSSES/DAMAGES CAUSED BY ITS EMPLOYEES. INSURANCE CERTIFICATE, WHEN ISSUED, MUST SHOW THE STATE OF ALABAMA AS THE CERTIFICATE HOLDER.

WARRANTY INFORMATION:

BIDDERS MUST PROVIDE A WARRANTY STATEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY BIDDING. THE WARRANTY STATEMENT MUST STATE THE BIDDER'S WARRANTY PROVISIONS. FAILURE TO PROVIDE THE WARRANTY STATEMENT WITH YOUR BID AND YOUR BID COPY PER ITEM NUMBER 7 ON PAGE 2 OF THIS ITB WILL RESULT IN THE REJECTION OF YOUR BID.

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

ITB NO. : 10-R-2216294

PAGE 5

OPEN DATE : 02/18/10 TIME: 10:00 AM

RETURN DATE: 02/17/10 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 016000 / 016P23 HUMAN RESOURCES CRENSHAW COUNTY DHR & FS 25 HOSPITAL DRIVE LUVERNE AL 36049-0347					
00001	COMMODITY CODE: 910-66-076474 ROOF REPLACEMENT PER PROVIDED SPECIFICATIONS.	1	JB		

ROOF REPLACEMENT FOR CRENSHAW COUNTY DHR  
LOCATED AT 24 HOSPITAL DRIVE, LUVERNE,  
AL 36049.

WORK MUST BE DONE MONDAY THRU FRIDAY  
BETWEEN THE HOURS OF 8:00 - 4:30.

ALL VENDORS BIDDING ON THIS ITB MUST  
MAKE A MANDATORY SITE VISIT. FAILURE TO  
MADE THE MANDATORY SITE VISIT WILL  
RESULT IN THE REJECTION OF YOUR BID. TO  
SCHEDULE A SITE VISIT PLEASE CONTACT  
LESA SYLER AT 334 335-7009, OR DEBBIE  
HARGROVE AT 334 335-7011.

I \_\_\_\_\_ HAVE MADE THE  
MANDATORY SITE VISIT & FULLY UNDERSTAND  
WHAT IS INVOLVED TO COMPLETE THIS JOB  
SUCCESSFULLY AS ATTESTED BY THE SIGNA-  
TURE OF LESA SYLER, DEBBIE HARGROVE, OR  
THEIR ASSIGNEE BELOW.

\_\_\_\_\_  
LESA SYLER/DEBBIE HARGROVE

\_\_\_\_\_  
DATE

PAGE TOTAL

BID TOTAL

## 1. General Items

# Specifications

- a. This project involves the total roof replacement of the Crenshaw County DHR building. The roof surface will require an estimated 200 roofing squares.
- b. An onsite visit to formulate a bid will be required of all contractors. Contractors may contact Lesa Syler (334-335-7009) or Debbie Hargrove (334-335-7011) to schedule an onsite inspection.
- c. Contractors must have a General Contractors License that will enable him to have all work performed in this project in Crenshaw County, State of Alabama, and must list their license number on the first page of this ITB.
- d. The contractor shall be responsible for obtaining all permits as required for this project.
- e. The contractor shall take necessary precautions to protect the occupants of the building and all building interiors and staging areas during the process of the work.
- f. The contractor will be held responsible for damage to all parts of the buildings and grounds.
- g. Every precaution must be taken to assure that the building is watertight at the end of each work day. Staging area to be coordinated with the onsite manager.
- h. The contractor will coordinate the color selection of the shingle with the onsite managers Lesa Syler and Debbie Hargrove.

## 2. General Description

### Work to include:

- a. Remove all existing roof shingles, felt, and pipe covers and take up all old valley tin.
- b. Examine substrate and conditions under which shingling work is to be performed.
- c. Clean substrate of any projections and substances detrimental to shingling work. Cover knotholes and other minor voids in substrate with sheet metal flashing secured with roofing nails.
- d. Install new ridge vents, valley tin, and pipe covers.
- e. Apply two layer felt horizontally over entire surface, lapping succeeding courses 2" minimum and fastening with sufficient nails to hold in place until shingle application. Underlayment should be No. 15, unperforated organic asphalt-saturated roofing felt.
- f. Install new 3-tab shingle with a 20 year or better warranty.
- g. Clean up and haul away all roofing debris.

### Requirements

- a. The existing building over which the work of this specification applies, shall remain occupied and in full operation during the progress of the work. Any areas of the roof or building opened to the weather shall be temporarily or permanently sealed by the end of each work day.
- b. Exits shall not be blocked or obstructed during any phase of the project. Contractor shall closely coordinate staging areas with onsite manager so as to not disrupt emergency entrances and exits.
- c. When placing materials on the existing roof, carefully distribute the loading so that portions of supporting structure are not overloaded.
- d. Provide all necessary protection including barricades, cones and caution tape at all doorways to maintain building access and exits. Do not block any doorways.
- e. Contractor shall clean up daily and protect all landscape and hardscape from damage; any damages to be repaired prior to final payment. All repairs at contractor's expense.
- f. Storage of job materials and/or equipment onsite shall be coordinated with the onsite manager prior to beginning work. The security of materials and/or equipment left onsite will be the responsibility of the contractor.
- g. Bid price shall include all materials, hardware, supplies, tools, equipment, and labor necessary for completion of work in an approved and satisfactory manner.
- h. Contractor to provide 100% Performance and Payment Bond and Certificate of Liability Insurance, showing State of Alabama and Alabama Department of Human Resources as additional insured.

### Warranties

- a. Contractor shall warrant all labor and materials for the roofing on this project for a period of five (5) years from date of acceptance by the owner.
- b. Contractor shall provide a warranty statement indicating their compliance with the above subject warranty provisions with the bid.
- c. Remove only the amount of existing roofing as can be restored to a watertight condition each day, or before showers commence. The contractor shall plan his work and take whatever action is necessary to prevent water entry into the building during roof replacement.
- d. Do not permit adhesives to penetrate substrate joints and damage interior, or other building components.